



Policy	Charging and Remissions Policy
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Approval level	Full Governing Body

Charging and remissions Policy

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Activities during school hours

1. No charges are to be made for education provided at the school during, or mainly during, school hours, except for -
 - a. musical instrument tuition; and
 - b. travel, board and lodging on residential trips.
2. Charges may be made for musical instrument tuition, either individually or in groups provided at the request of the pupil's parent/carer
3. Voluntary contributions may be requested for activities offered during normal school hours. All activities offered during school hours will be made available to all pupils, regardless of the ability or willingness of their parents or carers to make contributions. However, where voluntary contributions are requested, an activity may not take place if insufficient contributions are received.

Activities outside school hours

4. The School may charge for activities which take place outside, or mainly outside, school hours, except for activities which are –
 - a. a necessary part of the National Curriculum; or
 - b. form part of the school's basic curriculum for religious education; or
 - c. an essential part of the syllabus for a public examination for which the school is preparing the student.
5. Charges for such activities will not exceed the actual costs incurred by the school in connection with the activity, including the costs incurred in engaging teachers to supervise the activity, divided by the number of students taking part.

Residential activities

6. For residential activities taking place out of School, the School will charge the cost of travel, board and lodging for students. A reduction in costs of 20% of the total cost of the Residential Activities (to be taken off of the final payment due) may be made for students whose parents receive one or more of the following:
 - Income support
 - Income based job seekers allowance
 - Income related employment and support allowance
 - Child tax credit, but who are not entitled to working tax credit and whose annual income (as assessed by HM Revenue & Customs) does not exceed £16,190
 - Support under part VI of the Immigration & Asylum Act 1999
 - Guarantee element of State Pension Credit.

7. Charges will be made for travel costs in connection with residential activities away from school unless the trip is –
 - a. a necessary part of the National Curriculum or the School's basic curriculum for religious education; or
 - b. an essential part of the syllabus for a public examination for which the school is preparing the student.

Voluntary contributions

8. The School may request voluntary contributions from parents or carers for any activity for which a charge may not be made. Any such request should make it clear that contributions are voluntary, but may state that, if the contributions received are insufficient, the activity may be cancelled.

In the event that the activity may be cancelled, the school may update parents and carers on the outstanding amount and enquire whether any parents and carers would be interested in potentially splitting additional voluntary contributions to cover the outstanding amount, in order for the activity to take place.

9. Voluntary contributions may be requested to cover –
 - a. the costs directly incurred by the school in connection with the activity;
 - b. the costs incurred by the school in administering arrangements for the activity, and facilitating the activity taking place;
 - c. the costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity; and
 - d. the costs of consumable items used in connection with any activity, where the finished product is available for students to consume or take home.

School Meals

10. Parents whose children take school meals are required to pay in advance. Accounts that fall into arrears will be sent a reminder requesting payment within seven days. If the account remains unsettled the school will not provide further meals until the arrears are paid. Parents may apply to Education Welfare Benefits online at (https://cambridgeshireself.achieveservice.com/service/Apply_for_Education_Welfare_Benefits) for free school meals if they are in receipt of one or more of the following:

- Income Support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit, provided the parents are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on, which is paid for 4 weeks after you stop qualifying for Working Tax credit
- Universal Credit – for those applying on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they get). See the section below for protections in place for those affected by the introduction of this income threshold

Breakages

11. The school has the right to ask a student's parents or carers to pay for the cost of breakages or damaged books, equipment or other articles, where the breakage or damage is a result of a student's misbehaviour or carelessness.

Kids Club Fees

12. Please refer to Kids Club Admissions and Fees Policy

Remission of charges

13. The Headteacher has the discretion to waive or reduce any charges properly made. Families in receipt of the benefits listed above, or those experiencing financial difficulties, should contact the Headteacher in confidence.

Statutory provisions

- 14 This policy shall be interpreted consistently with all statutory provisions and statutory guidance from time to time in force relating to charging for school activities.

Freedom of Information requests

15. The school follows the ICO (Information Commissioner's Office) Guidance on fees that may be charged under the Freedom of Information Act (2000). A fee may be charged and the applicant will be given notice in writing (fee's notice) stating that a fee of an amount specified will be charged by Wheatfields Primary School following a FOI request.

Volunteer DBS (Disclosure and Barring Service)

16. DBS Checks are checks carried out to identify whether or not individual's volunteering in school and/or in an unsupervised activity, with children are suitable to do so. Safeguarding our pupils is of paramount importance, and our volunteers must share our commitment to child protection. At Wheatfields Primary, we require volunteers to pay for the DBS (Disclosure and Barring Service) that is essential to carrying out their volunteer role within the school. The process of how the payment is invoiced will be made clear to the applicant at the start of the volunteer process.

School trips refunds

Initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil. Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to *unforeseen* circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip for the same children, or refunding parents.

In the event that the decision is made to postpone a trip due to *foreseen* circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip for the same children, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £5 per pupil. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.